



## Cabinet for Health and Family Services Division of Kentucky Electronic Health Information

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### *Policies – Information Technology*

**Category: 6.1 000.000**

**Category Title: PARTICIPANT OBLIGATIONS**

**000.000 Policy Title: Direct Secure Email and Patient Portal Trusted Registered Agent**

**Policy: Direct Secure Email and Patient Portal Trusted Registered Agent:** This policy is only applicable to those Participants that receive Direct Secure Email services and Patient Portal services.

Each Participant receiving Direct Secure Email services and or Patient Portal services shall designate a Trusted Registered Agent to provide identity proofing services for the Division of Kentucky Electronic Health Information.

Any Participant that meets the definition of a hospital, as defined by 902 KAR 20:016, shall designate the hospital's Privacy Officer as the Trusted Registered Agent.

The identity proofing services shall require, at a minimum that the identity of all Direct Secure Email users is verified using forms of government identification as authorized by the Division of Kentucky Electronic Health Information. This policy shall be revised to comply with the identity proofing of NIST Level of Assurance 3 requirements (as specified in NIST SP 800-63-1, dated December 2011).

Any change to the Trusted Registered Agent shall be reported to KHIE.

**Scope:** This policy applies to all Participants and their Authorized Users.

**Policy/Procedure Maintenance Responsibility:** The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

**Applicability:** All Participants and their Authorized Users shall adhere to this policy.

**Exceptions:** There are no exceptions to this policy.

**Review Cycle:** Bi-Annual

**Timeline:**

Revision Date:

Review Date: 01-15-2015

Effective Date: 09-17-2014